

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Consistency Review of MSC Real Estate Positions

1. A consistency review of MSC Review Appraiser and Realty Specialist positions was conducted after a classification review by the U.S. Army Corps of Engineers Inspector General (EIG) and the U.S. Army Civilian Personnel Evaluation Agency (CPEA) raised questions regarding the classification of GS-14 Realty Specialists and Review Appraisers at the MSC level. A review of all non-supervisory GS-14 Realty Specialists and Review Appraiser positions at MSCs was completed in May 2002. This memorandum transmits guidance regarding the classification of these positions.
2. MSC Realty Specialist positions can be supported at the GS-14 level. This conclusion is based on the scope of the MSC Real Estate program, the program management responsibilities of the positions, and the guidance that MSC Real Estate Specialists provide to subordinate districts. Further discussion of the review of MSC Realty Specialists can be found at Tab A.
3. After extensive coordination with Headquarters Real Estate staff and review of documentation provided by field Real Estate staff, we determined that Review Appraiser positions at MSCs may also be supportable at the GS-14 grade level. In some cases, Review Appraisers were found to have program management responsibility for the division-wide appraisal program. Tab B provides an in-depth discussion of the classification of this position, and the criteria that must be met to sustain a GS-14.
4. This memorandum does not direct the classification of individual positions. However, MSC Review Appraiser and Realty Specialist positions should be properly classified in accordance with OPM standards and the enclosed guidance. MSC Review Appraiser and Realty Specialist positions are supportable at the GS-14 level only if Factors 2-5 and 3-5 criteria in this guidance is fully met.
5. The classification guidance in this report should be applied to all MSC positions to include those classified at the GS-13 level which are not currently credited with program assignment responsibility. Where GS-14 positions exist, management should confirm that the incumbent has significant program management responsibility in either the appraisal function or other real estate program area.

CEHR-E (690-500)

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6. The USACE points of contact for this review are Ellen Cook in CEHR at (202) 761-1698 and Dwain McMullen in CERE at (202) 761-5531. Please feel free to contact them if you have specific questions or need clarification on any issues addressed in this memorandum.

FOR THE COMMANDER:

/s/

SUSAN DUNCAN
Director of Human Resources

CF: MSC HROS